



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

Telephone: 828-649-2711  
Fax: 828-649-3687

5707 U.S. Hwy 25/70, Suite 1  
Marshall, NC 28753

## VACANCY ANNOUNCEMENT

**TITLE:** Marshall Meal Site Manager/Senior Center Coordinator  
Nutrition Services Unit

**SALARY:** \$28,662.40 / \$13.78 Hr.

### DESCRIPTION OF WORK:

The Marshall Active Living Center has met federal and state operating requirements as a Senior Center, providing adults, age 60 and over, with a variety of services and activities such as Congregate Meals, Home Delivered Meals, socialization, health promotion activities, exercise, crafts, games and educational opportunities.

Seven (7) satellite Active Living Centers exist as extensions of the Marshall Active Living Center and are located throughout the county in Beech Glen, East Fork, Hot Springs, Mars Hill, Shelton Laurel, Spring Creek and Upper Laurel.

Under the supervision of the Nutrition Services Supervisor, the employee is responsible for overseeing all operations of the Marshall Active Living Center to include supervision of a part time assistant and volunteers and providing some oversight and support to coordinate operations of the 7 satellite centers. Additionally, the employee will perform other duties as assigned.

### Operation of the Marshall Active Living Center includes:

- Unloading pre-prepared food when it is delivered to the nutrition site
- Checking food temperatures and heating food to appropriate temperature, if needed
- Preparing food as needed, package and transport food for home deliveries when needed
- Serving food to participants
- Cleaning kitchen, building, equipment and utensils
- Engaging nutrition site participants
- Planning trips and activities for nutrition site participants
- On-going completion of reports, registration and re-assessments (includes home visits) for all participants, meals served, activities, educational and nutritional presentations, etc.
- Act as safety officer for the nutrition site and complete monthly inspections of the building (plan fire drills, create emergency exit plans, if necessary, ensure drills are completed in a timely manner)
- Supervision of the Nutrition Assistant, volunteers, interns
- Must be able to obtain/maintain ServSafe Certification

### Responsibilities as the Senior Center Coordinator includes:

- Receive and enter client registration forms for all county Active Living Centers in ARMS and updating them as required (annually, bi-annually and terminating when appropriate)
- Preparing monthly paperwork packets for all satellite sites for delivery by the Nutrition Services Supervisor
- Respond to questions from Managers related to information sent out in the monthly packets
- Assist in training new site managers, nutrition assistants, volunteers, interns
- Visit each satellite site on a quarterly basis to review compliance with federal and state operational requirements and provide feedback to site manager
- Review paperwork submitted by each site manager on a monthly basis
- Respond to questions from the public about the Active Living Centers and other "senior related topics"
- Work with the Nutrition Services Supervisor to prepare for audits and ensure that requirements for Active Living Center funding are met
- Work with the Nutrition Services Supervisor to develop the agenda, topics for discussion and presentations for quarterly site manager meetings
- Attend professional seminars when available
- Assist the Nutrition Services Supervisor with backing up the cooks when necessary

Regular, predictable work attendance is expected and is required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must be able to relate to, understand, and have a working knowledge of Madison County, elder programs and social and physical needs of the elderly; attention to detail, thoroughness. Excellent oral and written communication skills required. Excel spreadsheet, Microsoft Word and other advanced computer skills required. Ability to learn new computer software programs is required. Must possess ability to work well under pressure, multi-task, meet multiple and sometimes competing deadlines, have problem solving skills and the ability to take initiative. Most demonstrate cooperative behavior with supervisors, subordinates, colleagues and clients. Must be motivated and a self-starter and be able to demonstrate the ability to exercise sound judgment.

### **PHYSICAL DEMANDS**

The employee must frequently lift and/or move up to 50 pounds.

### **MINIMUM TRAINING AND EXPERIENCE:**

Associate's degree in a human services field is preferred.

Will consider applicants with education equivalent to graduation from high school with ample experience in managing a program of food service and/or recreation for a community organization, experience managing employees and/or a business.

### **CONDITIONS OF EMPLOYMENT:**

Each applicant who is tendered an offer for employment for any position with Madison County Department of Social Services shall be tested for the use of drugs specified in the Agency Policy. Refusal to submit to testing shall be basis for withdrawal of the conditional employment offer. Valid N. C. Driver's License and own transportation required. Criminal Background Check required.

### **APPLICATION PROCESS:**

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

A NC State Application Form (PD 107) and a Certified College Transcript (if applicable), and/or High School Transcript (if applicable) must be submitted to:

Connie M. Harris, MPA  
Director  
Madison County DSS  
5707 U.S. Hwy 25-70, Suite 1  
Marshall, N. C. 28753

**AN EQUAL OPPORTUNITY EMPLOYER**

or

[charris@madisoncountync.gov](mailto:charris@madisoncountync.gov)

or

828-649-3687 (Fax)

**CLOSING DATE: Open until Filled**